



# Department of Defense DIRECTIVE

NUMBER 5105.18

January 18, 1990

DA&M

SUBJECT: DoD Committee Management Program

References: (a) DoD Directive 5105.18, "Department of Defense Committee Management Program," March 20, 1984 (hereby canceled)  
(b) [DoD Directive 5105.4](#), "Department of Defense Federal Advisory Committee Management Program," September 5, 1989  
(c) DoD Directive 7750.5, "Management and Control of Information Requirements," August 7, 1986

## 1. REISSUANCE AND PURPOSE

This Directive:

1.1. Reissues reference (a), and updates the policy, procedures, and responsibilities for the Department of Defense (DoD) Committee Management Program.

1.2. Excludes Federal advisory committees from coverage under this Directive. They shall be established and administered in accordance with the provisions of DoD Directive 5105.4 (reference (b)).

## 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Joint Chiefs of Staff (JCS) and Joint Staff, the Unified and Specified Commands, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "DoD Components").

### 3. DEFINITIONS

Terms used in this Directive are defined in enclosure E1.

### 4. POLICY

It is DoD Policy that:

4.1. Committees shall be established only when their functions cannot be accomplished within the existing organizational structure.

4.2. Committees shall be established to perform such tasks as factfinding, research, evaluation, studies, and reviews.

4.3. Committees may be established to perform operational, administrative, or management functions.

4.4. When establishing committees, consideration shall be given to ensuring necessity, economy and efficiency of operation, and execution within resource constraints.

4.5. Committees shall be disestablished when the purpose for which they were established has been served.

4.6. Nothing contained in this Directive shall be construed to limit or restrict the free exchange of information, advice, and ideas between representatives of DoD Components or other Federal Agencies through ad hoc or occasional meetings or other means.

### 5. RESPONSIBILITIES

5.1. The Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD), or his designee, shall:

5.1.1. Provide policy guidance on the DoD Committee Management Program to DoD Components.

5.1.2. Represent the Department of Defense and maintain liaison with the

Congress, General Accounting Office (GAO), Office of Management and Budget (OMB), and other Government agencies, as required, on matters involving the DoD Committee Management Program.

5.1.3. Obtain such information, analyses, reports, and assistance from DoD Components as is required to respond to inquiries from the Congress, GAO, OMB, and other Government agencies, consistent with the provisions of DoD Directive 7750.5 (reference (c)).

5.1.4. Serve as DoD Committee Management Officer with responsibility to monitor compliance with the provisions of this Directive.

5.2. The Heads of DoD Components, or their designees, shall:

5.2.1. Ensure that the committees under their cognizance are established and administered consistent with the provisions of this Directive.

5.2.2. Develop operating procedures and provide supplemental guidance as required for the efficient operation of the committees under their cognizance.

5.2.3. Administer their committee management programs, including: the approval or disapproval of proposals for the establishment, revision, continuation, or termination of operational, interagency, international, intra-Component, and joint DoD committees under their cognizance; the development of pertinent operating documents such as charters, membership lists, terms of reference, memoranda of understanding, and international agreements; and, the maintenance and disposition of reports, records, and minutes of meetings.

5.2.4. Approve or disapprove proposals for participation by their Components on committees chaired by another DoD Component, Government agency, or foreign government.

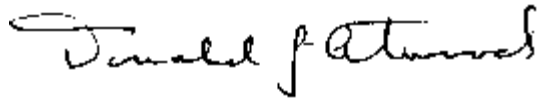
5.2.5. Maintain information about the program, objectives, and activities of each committee established within their Component and provide such information, when requested, to the DA&M.

5.2.6. Conduct periodic reviews of existing committees, and evaluate recommendations for their revision, consolidation, or termination.

5.2.7. Designate a Committee Management Officer to assist in the performance of the above responsibilities.

6. EFFECTIVE DATE

This Directive is effective immediately.

A handwritten signature in cursive script, reading "Donald J. Atwood".

Donald J. Atwood  
Deputy Secretary of Defense

Enclosures - 1

1. Definitions

## E1. ENCLOSURE 1

### DEFINITIONS

E1.1.1. Heads of OSD Organizations. The Under Secretaries of Defense; Assistant Secretaries of Defense; Director of Defense Research and Engineering; DoD Comptroller; DoD General Counsel; DoD Inspector General; Director, Operational Test and Evaluation; Assistants to the Secretary of Defense; and, the Director, Administration and Management.

E1.1.2. Committee. A body of persons with a collective responsibility appointed to consider, investigate, advise, take action, and report on specific problems or subject areas. The prime characteristics of committees are their corporate and collective responsibility, and their permanent or ongoing (versus ad hoc) nature. The term "committee" applies to any committee, board, commission, council, conference, panel, task force, or other similar group or any subcommittee or subgroup thereof that is composed of officials of the U.S. or a foreign government, and is established by the direction of the DoD Component Head.

E1.1.2.1. Operational Committee. One whose primary function and responsibilities are operational, rather than advisory.

E1.1.2.2. Interagency Committee. Any committee composed wholly of representatives from two or more U.S. Government agencies.

E1.1.2.3. International Committee. Any committee established by formal agreement between the United States and the government of another country or countries or by an international body in which the United States participates.

E1.1.2.4. Intra-Component Committee. Any committee composed wholly of representatives from one DoD Component.

E1.1.2.5. Joint DoD Committee. Any committee composed wholly of DoD representatives from two or more DoD Components.